

KHIM VIRCEL A. NARCISA

San Jose Castillejos, Zambales 2208

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OBJECTIVE:

Hardworking and willing to learn as a job seeker, evaluates financial documentation and promotes positive client interactions. Works exceptionally well in fast-paced environments driven by tight deadlines. Employs critical eye toward document details and customer information to avoid errors and promote efficiency. Ready to help team achieve company goals

SKILLS:

- Applicant preparation
- Processing procedures
- Basic knowledge of MS Office
- Strong attention to detail and accuracy in data entry and record-keeping
- Excellent organisational and time management abilities

WORK EXPERIENCE:

Loan Processor / Teller

Pacific Ace Savings Bank, Inc.

Retail 1, Time Square, Cinema Complex

Subic Bay Freeport Zone

November 15, 2022 to October 5, 2023

- Followed up on customer complaints and provided solutions to enhance customer satisfaction.
- Balanced cash drawer daily and resolved discrepancies to provide accurate data regarding cash flow.
- Processed applications for new accounts.
- Processed customer transactions promptly, minimising wait times.
- Worked with customers in person and via cellphone to answer questions, process transactions and resolve issues.
- Reviewed loan files for completeness, identified missing documentation and generated condition lists for applicants.

Junior Accountant

Pacific Ace Subic Bay Corporation

Retail 1, Time Square, Cinema Complex

Subic Bay Freeport Zone

July 2022 - Present

- Manage supplier accounts and built lasting relationships with suppliers

- Prepare journal entries into the company owned system
- Tracked funds, prepare, and record the payments
- Applied proper codes to invoices, files and receipts to keep records organised and easily researchable

TRAINING:

On-the-job Training

Czalazar Accounting & Business Solutions
Westgate Suites, Subic Bay Freeport Zone
January 09 to January 30, 2018

- Assigned to file records and typing documents

Office Clerk Training

R.L Santos Bookkeeping and Business Services
Near Olongapo City Hall
May 09 to May 31, 2019

- Appointed to update and validate business documents at City Hall and in the Bureau of Internal Revenue (BIR). Also, organised and checked the client's file

EDUCATION:

College:

Bachelor of Science in Accountancy
Mondriaan Aura College
Subic Bay Freeport Zone, Zambales
2018 - 2022

Senior High School:

College of Subic Montessori
Bldg. 737 Labitan Street, Subic Bay Freeport Zone
2016 - 2018

Junior High School:

James L. Gordon Integrated School
52 Foster St, Olongapo, Zambales
2012 - 2016

Elementary:

Balaybay Resettlement Elementary School
Balaybay, Castillejos, Zambales
2006 - 2012

PERSONAL DATA:

Date of Birth:	October 29, 1999	Civil Status:	Single
Place of Birth:	Olongapo City	Religion:	Born Again Christian